Quality Procedure Writing Process Flowchart

Start

Identify current procedures that exist

Form a team around the process

Read applicable ISO clause(s)

Flowchart the process (see p. 27)

Improvement needed to process?

No

Yes

Begin process improvement (see pp. 25-6)

Set timetable for developing procedures

Write procedures

Pilot/pre-test procedure

Rewrite procedure

Final procedure

Read organization's document control procedure

Compile forms

Write procedure